



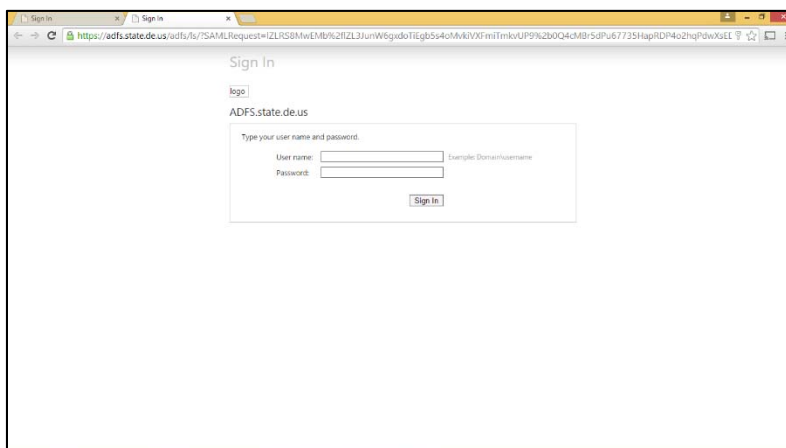
Delaware Learning Center Logon Options

1. State Sign-On

- A. To access the Delaware Learning Center go to hrm.omb.delaware.gov/training/. Select the State Sign-On login button. If you have a State email address that is populated in the “Business Email” field in PHRST and are logged into your work PC that is connected to the State’s network, you will be able to access the Delaware Learning Center directly without an additional login.

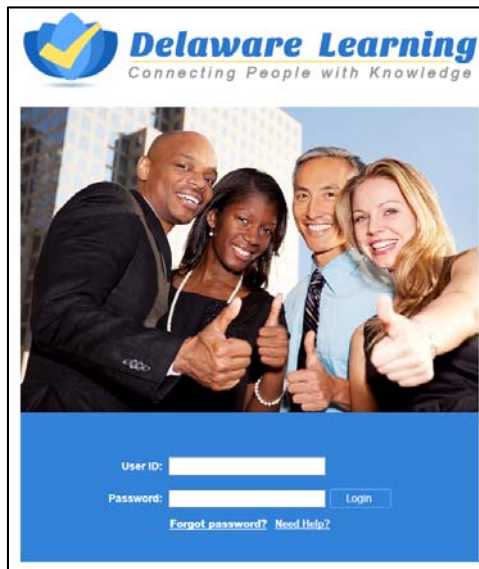


- B. If you are not logged into the State’s network, you are accessing the system from home or offsite, and you have a State email address, you will get a screen that looks like the screen below. To login using your network Username (e.g. John.Doe@state.de.us) and your network password.



2. Standard Login

- A. **State Employees with @state.de.us email addresses:** If the single sign-on option above does not work, go to the Training webpage as you did in Option 1: Choose the **Standard Login** button. This will bring you to a login page like the screen below. Use your employee ID number as the User ID and the password you created. If this is your first time using the standard login or you cannot remember your password, use the ***Forgot Password*** to trigger a password reset. Contact your HR Office to ensure your business email address is correct and populated in PHRST.
- B. **State Employees without @state.de.us email addresses:** If you do not have a State email address, you will use the **Standard Login**. Enter your employee ID number as the User ID and the password you created. If this is your first time using the standard login or you cannot remember your password, select the ***Forgot Password*** to trigger a password reset. You will continue to use this login process to access training.
- C. **Others:** School district, charter school, higher education employee, contractors, and healthcare provider with a DLC Account: If you already have an account setup in the Delaware Learning Center, you will select the **Standard Login**. Enter your email address as the User ID and the password you created during account setup. If you cannot remember your password, select **Forgot Password** as the bottom of the login screen.



Notes:

If you try to login more than six times, you will be locked out for one hour. If you have any questions about the system or the login process, email the LearningCenter@state.de.us.